

Adopt-A-Highway Program Booklet



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New Hampshire Department of Transportation
Bureau of Highway Maintenance
Effective June 1, 2000

Adopt-A-Highway Program Booklet

New Hampshire Department of Transportation

Welcome to the Adopt-A-Highway Program. On behalf of the Department of Transportation, I would like to personally thank you for your effort to remove the unsightly litter that detracts from the scenic beauty of our state. This booklet contains all of the information you will need to participate in the program, but if questions arise, please feel free to contact your program coordinator at the highway maintenance district office which covers your adopted section of highway.

Leon S. Kenison, Commissioner

June 1, 2000

Adopt-A-Highway Program

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Revision Note:

The Adopt-A-Highway Program is authorized by the legislature by statute found at RSA 230:83. The original administrative rules were adopted April 1, 1994, and the revisions were adopted by the Commissioner on March 30, 2000 following review by the Joint Legislative Committee on Administrative Rules. The appendices were adopted April 1, 1994, and revised March 31, 1995, November 20, 1995, and June 1, 2000.

ADMINISTRATIVE RULES GOVERNING THE ADOPT-A-HIGHWAY PROGRAM
DEPARTMENT OF TRANSPORTATION
CHAPTER 300 PERMITS
Adopted March 30, 2000

PART Tra 308 ADOPT-A-HIGHWAY

Tra 308.01 Purpose.

The adopt-a-highway program is designed to allow citizens an opportunity to adopt a section of highway for purposes of removing litter from and enhancing the beauty of the adopted section. This program will foster public awareness of the litter problem along New Hampshire's highways by making the adopted section of highway an example of community involvement that improves the beauty of the area. The program fosters recycling of appropriate litter. These sections set forth requirements to be applied in the administration of the adopt-a-highway program.

Tra 308.02 Scope.

(a) This part shall apply to all individuals, groups, organizations, and members of the business community who wish to participate in the adopt-a-highway program and to all department personnel who administer the program.

(b) Adopting groups may, but shall not be required to use maintenance providers to accomplish the litter removal in areas where the safety of volunteers can reasonably be maintained during the litter removal effort.

(c) Adopting groups shall use maintenance providers to accomplish the litter removal on those sections of highway where the safety of volunteers cannot reasonably be maintained during the litter removal effort.

Tra 308.03 Definitions.

(a) "Department" means the New Hampshire department of transportation.

(b) "District" means one of the 6 highway maintenance districts and turnpike bureau of the department having the responsibility of administering in their area the adopt-a-highway program in accordance with this part.

(c) "District engineer" means the chief administrative officer in charge of a highway maintenance district of the department, and includes the turnpike bureau administrator, or any person designated by a district engineer to act for the department pursuant to these rules.

(d) "Group" means an individual, family, neighborhood, non-partisan non-profit organization or non-partisan profit making enterprise, which has requested and received approval to participate in the adopt-a-highway program.

(e) “Maintenance provider” means a person or organization, which has been prequalified by the department to provide litter removal services upon New Hampshire highways in accordance with Tra 308.12.

Tra 308.04 Applications.

(a) An individual or the authorized representative of a group who desires to participate in the adopt-a-highway program shall submit an application to the district engineer of the district in which the desired section of highway to be adopted is located. Hereinafter, references to requirements for groups shall also apply to individuals who wish to adopt a section of highway, unless otherwise noted or clearly indicated by the context.

(b) The application shall be made on a form available from the department and contain the following:

- (1) Date of application;
- (2) Name, telephone number, and complete mailing address of a contact person for the group;
- (3) Identification of up to 3 highway sections, in order of preference, that the group is interested in adopting;
- (4) Number of miles the group is interested in adopting; and
- (5) Whether or not the group will elect to use a maintenance provider to provide litter removal services in the adopted section of highway.

(c) Applications received by the department shall be reviewed without regard to the race, color, creed, sex, national origin, age except as noted in Tra 308.07 (a) (10), mental or physical disability, marital status, or social affiliation of the applicants.

(d) The district engineer shall deny an application if the applicant is a group whose primary purpose is supporting or opposing political candidates, or working towards the passage or non-passage of a specific piece of legislation, or advocating for or against a specific public policy agenda.

(e) The district engineer shall deny an application to adopt a section of highway if the area has already been adopted by a different applicant.

(f) The district engineer shall deny an application if the section proposed for adoption contains one or more of the following attributes:

- (1) A work area, which is rendered unsafe without active traffic control;

- (2) Terrain that is too steep, rugged, or densely vegetated to be safely accessed by pedestrians;
- (3) Active construction or maintenance sites; or
- (4) Any other site condition which makes the area unsuitable to be serviced by the applicant group's general age level or experience.

Tra 308.05 Agreements.

(a) If the application submitted by the group is approved by the district engineer, the district engineer and the applicant shall execute a written agreement with the department providing for the group's participation in the adopt-a-highway program.

(b) The adopt-a-highway agreement shall contain the following required terms if litter removal efforts are to be performed by volunteers:

- (1) An acknowledgment by the group of the hazardous nature of the work involved in participating in the adopt-a-highway program;
- (2) An acknowledgment that the group agrees to abide by applicable laws and rules relating to safety found at RSA 265, state rules adopted pursuant to RSA 236:1, and the rules contained in this part;
- (3) The respective responsibilities of the department and group as contained in Tra 308.06;
- (4) Any special conditions imposed by the district engineer to enhance the safety of the group or its members during the litter removal operations in the adopted section of highway,
- (5) An agreement that the times available to perform litter removal operations shall not include state holidays or times of peak traffic flow for the adopted section; and
- (6) Additional agreements relating to the collection, aggregation, separation, or storage of collected materials which serve to reduce the cost of litter removal services.

(c) An adopt-a-highway agreement involving a maintenance provider shall contain the following additional required terms:

- (1) Maintenance providers shall provide and/or install:
 - a. All necessary trash bags and consumable safety supplies;

- b. Safety training for employees;
- c. Temporary traffic warning signs for use in litter removal operations, and;
- d. Fixed signage in the adopted section of highway in accordance with RSA 236:1, bearing the group's name or acronym.

(2) All litter removal operations shall occur during the normal work week, and not on weekends, or state holidays, or within the peak traffic flow hours of any day for the adopted section;

(3) The maintenance provider shall unconditionally agree to provide litter removal services for a minimum period of 4 months from the date of approval for the adopted section;

(4) No maintenance provider shall perform litter removal services prior to providing a written certificate of insurance coverage to the department, naming the department as an additional insured;

(5) All positive reports and evaluations, as well as concerns, complaints or reports of deficiency received by the department shall be shared with the contact person of the adopting group as well as the maintenance provider;

(6) That nothing in the agreement between the group and the maintenance provider shall be construed as creating a contract between the department and the maintenance provider, and that there is no promise by the department, express or implied, to make any form of payment or perform any form of service whatsoever to or for the maintenance provider; and

(7) Upon completion of each litter removal operation, the maintenance provider shall:

- a. Place the collected litter in one or more locations off of the traveled way for convenient removal by the department; and
- b. Prepare and file with the department and the group the "status report" required by Tra 308.07 (d).

(d) In all cases, the department shall agree to either remove, or effect removal of, filled trash bags as soon as practicable after the cleanup.

Tra 308.06 Responsibilities of the Department to Volunteer Groups.

Unless modified by the express terms of the written adopt a highway agreement, the department shall perform the following duties with respect to those groups who participate in the adopt-a-highway program through the use of volunteers:

(a) The department shall accept, review, and approve or deny applications submitted for participation in the adopt-a-highway program;

(b) The department shall work with the group to determine the specific section(s) of the state highway right of way to be adopted;

(c) The department shall erect and pay for signs facing oncoming traffic, at the beginning of the adopted section of highway bearing the group's name or acronym. Groups shall not display any product identification, logos, address, telephone number, or product or service reference;

(d) The department shall replace vandalized signs for an approved group up to 2 times per adopted section of highway. Upon the third destruction of a sign location, it shall not be replaced unless the group pays for all costs associated with the sign's replacement. This sign shall remain the property of the state upon termination of an agreement;

(e) The department shall provide a representative for an initial safety briefing and after that a designated person from the group shall conduct such briefings; and

(f) The department shall provide trash bags and safety supplies, including safety vests and temporary warning signs to volunteer groups performing litter removal. The group may obtain safety vests, at their own expense from a different source, provided that they are approved by the district engineer based upon comparable area of reflectivity, color and material prior to being used.

Tra 308.07 Responsibilities of the Group or Maintenance Provider.

(a) Volunteer groups who participate in the adopt-a-highway program shall be subject to the following conditions:

(1) Groups shall submit complete application forms to the department.

(2) Groups shall not begin any litter removal operation upon their adopted section of highway until:

a. All forms and agreements regarding the program have been completed, returned to and approved by the district engineer;

b. A proposed date for the operation has been provided to and approved by the district engineer; using the following criteria:

1. Required safety supplies are in fact available for loan to the group on that date, and
 2. No construction or maintenance operations are scheduled for the adopted section of highway on that date;
- c. A designated safety person who will act in accordance with Tra 308.07(d) has been identified to the district engineer; and
- d. The group has picked up all required trash bags and safety supplies from the appropriate district or turnpike office;
- (3) Groups shall adopt at a minimum a section of highway approximately 3 kilometers (2 miles) in length, for litter removal in both directions of travel unless the adopted section is part of a limited access multi-lane divided highway;
- (4) Groups who adopt a section of limited access multi-lane divided highway, shall adopt a section approximately 6 kilometers (4 miles) in length, for litter removal in only one direction of travel;
- (5) Groups shall adopt a section of highway for a period of 2 years;
- (6) Groups shall clean up litter a minimum of 4 times per year in the months of April, June, August, and October;
- (7) Groups adopting sections where heavy littering occurs, including but not limited to rest areas, scenic areas, and those affected by special events shall agree to perform up to 4 additional cleanups as specified by the district engineer;
- (8) The group shall appoint or select a person to serve as a contact person for the group;
- (9) The group shall notify the district engineer in writing of any changes to the name or address of the contact person which occurs during the term of the agreement, within 30 days from the date of the change;
- (10) No participant shall be under 16 years of age for service on a limited access multi-lane highway, turnpike, or interchange, or under 11 years of age in all other cases;
- (11) The group shall obtain the required safety supplies and materials from the maintenance district or turnpike bureau during regular business hours, Monday through Friday, 7:00 a.m. through 3:30 p.m., at a mutually agreed upon date and time;

(12) The group shall not sub-contract or assign its duties and responsibilities to any other group, organization, or a prequalified maintenance provider unless approved in advance by the district engineer in writing in accordance with Tra 308.05;

(13) The group shall place and seal all litter in trash bags furnished by the department and place them by the edge of the roadway or where designated by the district engineer;

(14) If the group discovers illegal substances during their cleanup, the group shall leave the substances where found and notify the local or state law enforcement agency, and district engineer by telephone or in the “status report”, as appropriate;

(15) If the group discovers items of value during their cleanup, the group shall use their best efforts to preserve the valuable item, and notify the local or state law enforcement agency, and district engineer by telephone or in the “status report”, as appropriate;

(16) If the group chooses to recycle the litter, the group shall dispose of the recyclable litter appropriately; and

(17) The group shall return unused materials and safety supplies furnished by the department to the district in a neat and clean condition within 2 working days following each cleanup.

(b) All persons participating in a litter removal operation shall adhere to the following minimum safety standards:

(1) The group shall limit the size of cleanup crews to a maximum of 20 people per 3 kilometer (2 mile) section of adopted highway;

(2) The group shall include on site during the entire litter removal operation at least one person 18 years of age or older for every 6 or fewer participants who are between the ages of 11 and 16 participating in the litter removal crew;

(3) The group shall not clean up litter during hours of darkness, peak traffic hours, periods of active roadway construction or maintenance, state holidays, or weather conditions that interfere with visibility;

(4) Each participant shall notify the designated safety person of any allergies, infirmities or other conditions that might interfere with his or her ability to participate in the cleanup, prior to beginning work;

(5) The group shall provide the designated safety person with the following items, to be kept on site during the litter removal operation:

- a. An adequate supply of potable drinking water; and
- b. Supplies for a first aid response to minor injury, such as:
 - 1. Cuts, scrapes, or abrasions;
 - 2. Sunburn;
 - 3. Stinging insects; or
 - 4. Exposure to irritating plants, such as poison ivy;

(6) No vehicle transporting a participant or in active use for litter removal operations shall be parked within the traveled way of a limited access multi-lane divided roadway, turnpike, or interchange

(7) Group participants shall wear department-supplied or approved safety vests during the litter removal operation;

(8) Group participants shall wear appropriate clothing suited for protection against hazardous objects, insects, and anticipated weather during cleanups;

(9) The group shall erect and maintain the supplied temporary warning signs as directed by the district engineer;

(10) Group participants shall perform all work off the roadway;

(11) Group participants shall not consume any alcoholic beverages or controlled substance, or be impaired by any substance while occupying their adopted section of highway;

(12) The group shall not move large or potentially hazardous substances including but not limited to hypodermic needles and animal carcasses; and

(13) No participant shall use a tape player, disc player, radio, or other device that might distract the participant, or reduce the ability to see or hear oncoming traffic, during litter removal operations.

(c) The designated safety person of the group shall perform the following duties:

(1) The designated safety person shall organize and conduct safety briefings prior to the commencement of each litter removal operation;

(2) The briefing shall orally review each of the following points:

- a. The importance of safety during the litter removal effort;
- b. Each general condition noted in (a) above;
- c. Each minimum standard of safety noted in (b) above; and
- d. Any special concerns noted by the district engineer;

(3) At the conclusion of the safety briefing, the designated safety person shall prepare a “safety signature sheet” in such format as the group may design, but containing the following:

- a. The signature of each participant certifying that the general conditions and minimum standards of safety were explained in his or her presence; and
- b. For any participant below the age of 16 years, written consent for such participation from a parent or guardian directed to the group or the designated safety person;

(4) The designated safety person shall sign and date the safety signature sheet and attach it to the status report filed in accordance with (b) above;

(5) The designated safety person shall know the location of the nearest portable or emergency telephone, which could be accessed in case of an emergency;

(6) The designated safety person shall position him or herself to monitor the activities of group members in order to facilitate safe participation during cleanups;

(7) The designated safety person shall erect and maintain the temporary warning signs provided by the department within 150 meters (500 feet) in advance of where a clean up is occurring, or where they will be visible to oncoming traffic for such distance; and

(8) The designated safety person shall immediately notify the district engineer or the nearest 24 hour DOT dispatch center if a fatality or injury resulting in any treatment by a physician occurs to a member of the group while the group is engaged in a cleanup of their adopted section of highway.

(d) Following each adopt-a-highway litter clean up effort, the group or maintenance provider shall complete a status report containing the following information, and return it to the district engineer within 10 working days:

- (1) Group name;
- (2) Date of litter pick-up;
- (3) Name of designated safety person;
- (4) Identification of highway portion cleaned in a named town or city;
- (5) Number of litter bags filled;
- (6) Number of miles covered;
- (7) Number of participants;
- (8) Hours spent on cleanup;
- (9) Large, unusual, valuable, or hazardous items found during the clean up and their approximate locations;
- (10) Any injuries to persons which occurred during the cleanup effort; and
- (11) The safety signature sheet prepared by the designated safety person.

(e) Unless modified by the express terms of a written adopt a highway agreement, a maintenance provider shall adhere to the general conditions and minimum safety standards certified to the department in the prequalification process described in Tra 308.12 and terms of the adopt a highway agreement described in Tra 308.05(c).

Tra 308.08 Liability.

The group and its participants shall agree to hold harmless the department and its agents from claims arising out of the work and services provided in accordance with and to the extent allowed under RSA 99-D or any other applicable statutes.

Tra 308.09 Renewal.

(a) If a group wishes to renew its participation in the adopt-a-highway program, the group shall obtain from the department, complete, and submit a renewal form to the appropriate district engineer at least 30 days prior to the termination of the agreement.

(b) The group shall provide the following information on the renewal form:

- (1) Name of adopting organization, group or individual(s);

(2) Identification of adopted section by route number, road name, town or city, or other information which might serve to accurately define the boundaries of the adopted section;

(3) Whether the group wishes to readopt the same section; and

(4) Name, address and telephone number of the group contact person to serve for the next 2 year adoption period.

(c) The submission of a renewal form 30 days prior to termination of an agreement shall preserve the group's right of first refusal to continue to provide litter removal services on the same section of highway. If approved by the district engineer, the signed renewal form shall serve to extend and/or modify the terms of the adopt-a-highway agreement previously signed between the group and the department.

(d) If a group chooses not to readopt the original section, the group shall have equal opportunity to apply for adoption of other sections of available highway.

Tra 308.10 Termination or Suspension.

(a) Upon the occurrence of one or more of the following events, the department shall provide written notice to the group that a reason exists to terminate the adopt a highway agreement:

(1) The group fails to file a renewal form with the district engineer after fulfilling its 2 year obligation;

(2) The group fails to comply with a term or condition of the agreement or these rules;

(3) The adopt-a-highway program is eliminated or discontinued by the department; or

(4) A maintenance provider fails to comply with a term or condition of the agreement or these rules.

(b) If notice is provided pursuant to (a) above, the deficiency shall be corrected by the group within 30 days following the date of the written notice of deficiency.

(c) Upon the occurrence of one or more of the following events, the department shall provide written notice to the group of the immediate suspension of the adopt a highway agreement and notice of the commencement of an adjudicative proceeding in accordance with RSA 541-A:30 III:

(1) The group is engaging in unsafe activity as determined by noncompliance with the safety terms in their agreement;

- (2) The group attempts to subcontract litter removal operations to a maintenance provider without receipt of prior written approval from the district engineer;
- (3) A maintenance provider fails to maintain the minimum standards required for prequalification pursuant to Tra 308.12;
- (4) A maintenance provider fails to maintain the minimum standards for safety; or
- (5) A group fails to correct a deficiency within 30 days of receipt of written notice of such deficiency pursuant to (a) above.

Tra 308.11 Hearings.

(a) A group may request a hearing for review of one or more of the following actions:

- (1) Denial of an application for adopt a highway participation;
- (2) Denial of a request to renew an adopt a highway agreement;
- (3) Termination of an adopt a highway agreement;
- (4) Denial of a request for prequalification of a maintenance provider; and
- (5) Termination of the prequalification status of a maintenance provider.

(b) Requests for hearing shall be submitted in writing to:

"State of New Hampshire
Department of Transportation
Office of the Commissioner
P.O. Box 483
Concord, NH 03302-0483"

(c) Requests for hearings shall be filed within 20 calendar days of the date of receipt of notice from the department of the action taken which is the subject of the appeal.

(d) A hearing shall be commenced pursuant to RSA 541-A:30 III not later than 10 working days following the date of an agency order suspending an adopt a highway agreement issued in accordance with Tra 308.10 (c), or the prequalification and approval of a maintenance provider in accordance with Tra 308.12(h).

Tra 308.12. Maintenance Providers.

(a) Prequalified maintenance providers shall perform litter removal activities in adopted sections where the district engineer has entered into an agreement with an adopting group pursuant to Tra 308.05 to perform litter removal by contract with a maintenance provider.

(b) No maintenance provider shall provide services in connection with the adopt a highway program that has not been prequalified by the department.

(c) A maintenance provider who seeks prequalification shall file an application in writing with the department at:

"State of New Hampshire
Department of Transportation
Bureau of Highway Maintenance
P.O. Box 483
Concord, NH 03302-0483"

(d) Requests for prequalification shall provide the following information:

(1) Name, address, telephone number, fax number, and name(s) of the principal owner(s) of the firm and a contact person;

(2) The name and type of entity under which the maintenance provider does business in the State of New Hampshire;

(3) If doing business as a corporation or limited liability company, a certificate from the New Hampshire secretary of state that the entity is lawfully formed or registered to do business in the State of New Hampshire;

(4) If doing business as a sole proprietor, the request shall state that the business is conducted in that form, but the applicant shall not be required to obtain any documentation from the secretary of state;

(5) A concise summary of the experience of the provider in providing maintenance services along roadways of this or any other state;

(6) The certification of the applicant as to the following matters:

a. That neither the provider nor its principal owner(s) has been decertified, debarred or otherwise prohibited from providing maintenance services along the roadways of this or any other state within the preceding 3 years;

- b. That all employees who will provide field services shall be at least 16 years of age, or older;
- c. That each site shall have a supervisor who can speak and understand English;
- d. That all persons who will drive a motor vehicle used in field service shall possess a valid commercial driver's license;
- e. That each employee who will provide field services shall have completed a safety training program specific to the adopt-a-highway program within the preceding twelve months;
- f. That any compensation for services shall be set between the group which has adopted a section of highway and the maintenance provider;
- g. That the only relationship of the adopting group and maintenance provider to the department shall be as set forth in the written adopt-a-highway agreement;
- h. That each employee who will provide field services shall wear a department supplied or approved safety and clothing appropriate to the season and the terrain to reduce the chance of injury from contact with items littered along the highway;
- i. All vehicles to be used in the litter cleanup operations shall:
 - 1. Comply with all federal and state requirements applicable to them as vehicles; and
 - 2. Are additionally equipped with a flashing amber roof mounted light, a 2 way radio or portable telephone for emergency communication purposes, and first aid supplies as described at Tra 308.07(b) (5) b;

(7) A certification that the provider possesses or can obtain by contract the required skill and equipment to erect and maintain fixed signage in the areas proposed to be adopted and served by the provider and the sponsoring group;

(8) A certificate of insurance issued by a company license to write insurance in the State of New Hampshire showing that the maintenance provider possesses general liability, worker's compensation, and auto liability insurance coverage in amounts of not less than \$2,000,000.00 per occurrence, endorsed as follows:

- a. To name the department as an additional insured;

b. To provide a notice to the department a minimum of 30 days prior to cancellation of the insurance policy; and

c. To clearly state that the risk covered by such insurance is litter removal operations on the highways of the state.

(e) A request of a maintenance provider for prequalification shall be approved if:

(1) All of the information required in (d) above is provided; and

(2) The department has not previously found the services of the maintenance provider pursuant to the adopt-a-highway program deficient by reason of failing to appropriately clean adopted sections of highway, or engaging in unsafe work practices.

(f) The department shall provide a list of all prequalified maintenance providers to each applicant seeking to adopt a section of highway.

(g) Any group that has adopted a section of highway shall be free to contact any prequalified maintenance provider at any time seeking information regarding their services.

(h) The department shall provide written notice to the group of the immediate suspension of the prequalification and approval of a maintenance provider and notice of the commencement of an adjudicative proceeding in accordance with RSA 541-A:30 III upon a finding that the provider:

(1) Failed to clean a section of highway in the manner set forth in the adopt-a-highway agreement with the adopting group;

(2) Engaged in work practices which subjected the employees of the provider or members of the traveling public to unreasonable risk of injury to the person or damage to property; or

(3) Failed to maintain required insurance coverage, or failed to maintain lawful registration to do business in the State of New Hampshire.

Appendix 1: Map of Highway Maintenance Districts with Addresses

District Coordinators:

District 1
Brian Schutt
641 Main Street
Lancaster, NH 03584
788-4641

District 2
Robert Eaton
8 Eastman Hill Rd.
Enfield, NH 03748
448-2654

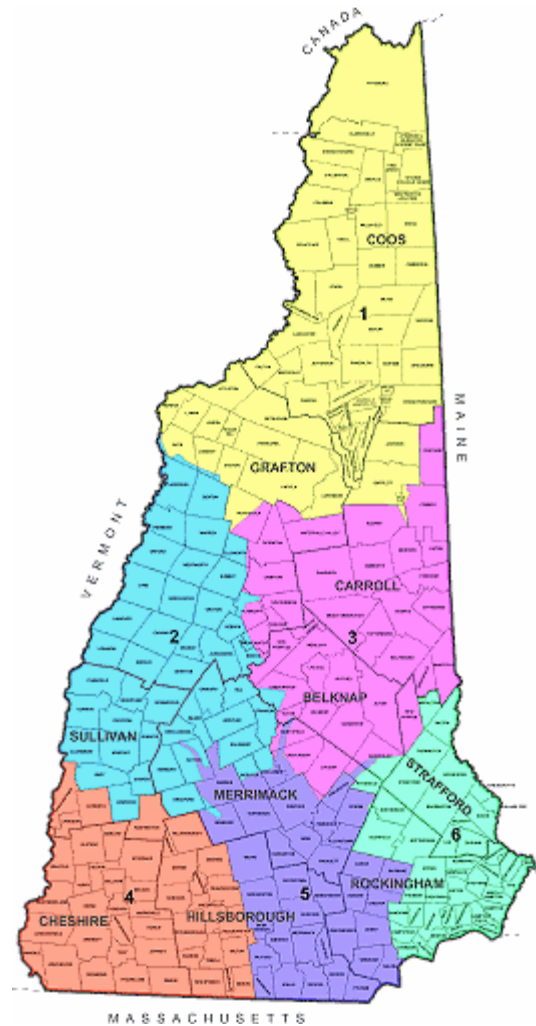
District 3
Doug Dowie
2 Sawmill Road
Gilford, NH 03246
524-6667

District 4
James Mitchell
19 Base Hill Road
West Swanzey, NH 03469

District 5
Rich Radwonski
P.O. Box 16476
Hooksett, NH 03106-6476

District 6
Gary Bartlett
P.O. Box 740
Durham, NH 03824
868-1133

Turnpikes
Kevin Russell
P.O. Box 2950
Concord, NH 03301-2950
485-3806
(All Toll Roads)



Appendix 2: Group Application Form
New Hampshire Department of Transportation
Adopt-A-Highway Program

This form is for volunteer groups who desire to adopt a specific section of highway and collect the litter themselves. The District Coordinator will work with the adopting group to determine the specific section of highway to be adopted. Groups are also free to sponsor a section of highway, where litter will be collected by maintenance providers rather than volunteers. Please use the Maintenance Provider Application Form for those sections.

_____ Name of Group			_____ Date of Application
_____ Name of Chairperson / Contact for Group			_____ Group's Responsible Officer
_____ Street Address			_____ Name of Designated Safety Person
_____ Town / City	_____ State	_____ Zip	_____ Daytime Telephone Number

Please write in the desired text for the sign panel on the lines below (Maximum of 18 characters per line)

Line 1: _ _ _ _ _

Line 2: _ _ _ _ _

Please list, in order of preference, the highways sections that the Group is interested in adopting including the Route # / Road Name, the town name and the starting and ending points of the section.

1.) _____

2.) _____

3.) _____

Please mail or fax the completed application form to the address of the Highway Maintenance District Office covering the town of the section to be adopted as shown in Appendix 1. For questions, please call the Highway Maintenance District Office at the number shown in Appendix 1.

Appendix 3: Maintenance Provider Application Form

**New Hampshire Department of Transportation
Adopt-A-Highway Program**

This form is for groups who desire to sponsor a section of highway, and have the litter collected by a Maintenance Provider. The District Coordinator will work with the sponsoring group and the selected maintenance provider to determine the specific section of highway to be adopted.

Name of Sponsor Group

Date of Application

Street Address

Name of Contact Person for Group

Town / City State Zip

Signature of Contact Person for Group

Telephone Number of Contact Person

Maintenance providers must be pre-qualified by the Department prior to beginning any litter removal operations. See Administrative Rule Section Tra 308.12.

Name of Maintenance Provider

Name of Contact Person

Street Address

Contact Telephone Number

Town / City State Zip

Signature of Contact Person

Description of the section of highway to be adopted including Route Number / Road name and Town / City name: (Please use mile markers, interchanges, or bridge numbers as appropriate to describe section).

Please mail or fax the completed application form to the address of the Highway Maintenance District Office covering the town of the section to be adopted as shown in Appendix 1. For questions, please call the Highway Maintenance District Office at the number shown in Appendix 1.

Appendix 4: Typical Program Agreement Form

**New Hampshire Department of Transportation
Adopt-A-Highway Program**

Because it is possible that there are special conditions that could apply to your adopted section of highway, there is no one agreement that will cover every situation. However, agreements with groups will contain the following terms in all cases:

ADOPT A HIGHWAY AGREEMENT

Group Information:

Group Name:		
Address:		
City:	State:	Zip
Contact Person Name:		
Address:		
City:	State:	Zip
Daytime Phone: _____ Nighttime Phone: _____		
Fax No. _____ E-mail: _____		

NH DOT Information: Maintenance District No. _____

Address:		
City:	Zip:	
Phone:	Fax:	E-Mail:
Contact Person:		

Area to be Adopted:

Route No.	From:	To:
Landmarks:		

The terms of the NH Code of Administrative Rules, Part Tra 308 are incorporated into this document and made part of the agreement. For the adopted section, services will be provided by: [Check (a) or (b) below]

(a) _____ Volunteers. Special attention is called to the provisions of Tra 308.05(b) and 308.07; or

(b) _____ Maintenance Provider. Special attention is called to the provisions of Tra 308.05(c) and 308.07.

The District Engineer has the authority to make exceptions to these standard conditions, and also to add special conditions to deal with unique features found on the section of highway to be adopted. Any modifications to this agreement are contained in the following section:

For the NH DOT:

For the Adopting Group:

District Engineer

Name:

I am authorized to sign the agreement for the group.

District Coordinator

Contact Person: I agree to be the person DOT should contact regarding our participation in the program.

(If applicable:)

Maintenance Provider
I am authorized to sign for the Maintenance Provider and agree to the standard and special conditions noted above and contained in the Administrative Rules Tra 308.

Appendix 5: Safety Orientation Form

**New Hampshire Department of Transportation
Adopt-A-Highway Program**

Group Name

On behalf of the above named group, I certify that a safety orientation was provided to me/us on this date by a representative of the Department of Transportation, and that the following items were discussed:

- a. Each requirement on the attached "Safety Checklist";
- b. The potentially hazardous nature of picking up litter along the sides of State maintained roads;
- c. The importance of safety at the litter removal site;
- d. The need to review the "Safety Checklist" with all participants prior to each litter removal operation, and obtain a signature on the safety signature sheet.
- e. Rule Tra 308.08 Liability. The Group and its participants shall agree to hold harmless the Department and its agents from all claims arising out of work and services provided in accordance with and to the extent allowed under RSA 99-D or any other applicable statutes.

Signature of Chairperson

Signature of Safety Person

Signature of District Coordinator

Date

**New Hampshire Department of Transportation
Adopt-A-Highway Program
Safety Checklist**

- [] All participants shall attend the safety briefing conducted before each clean up and sign the safety signature sheet.
- [] No Horseplay.
- [] All participants shall wear a Department supplied or approved safety vest during the litter removal operation.
- [] All participants shall stay away from pavement areas and traffic.
- [] No participant shall attempt to clean up anything that could be potentially hazardous, including but not limited to, hypodermic needles, animal carcasses, or heavy objects. If in doubt do not touch the object and notify the Department on the status report.
- [] No participant shall be under 16 years of age for service on a limited access multilane highway, turnpike, or interchange, or under 11 years of age in all other cases.
- [] The Group shall not allow more than twenty (20) participants for each 3 Kilometer (2 Mile) section, unless approved by the District Engineer or Turnpike Administrator.
- [] The Group shall provide at least one person 18 years of age or older to supervise every 6 or fewer participants who are between 11 and 16 years of age participating in the litter removal operation.
- [] The Group may not be accompanied by non-participants while occupying their adopted section of highway.
- [] No behavior will be tolerated which compromises the safety of the participants or the traveling public.
- [] The Group shall designate a safety person to be on site during the litter removal operation , who shall have a first aid kit and an adequate supply of potable drinking water.
- [] The designated safety person shall position themselves in a location which enables them to oversee the safety of all participants.
- [] No participant shall lean over any railing or structures.

- [] The Group shall erect and maintain the supplied temporary warning signs as directed by the District Engineer or Turnpike Administrator. These signs shall be erected within 150 meters (500 feet) in advance of where a clean up is occurring or where they will be visible to oncoming traffic for such a distance.
- [] Participants shall wear appropriate clothing suited for protection against hazardous objects, insects, and anticipated weather such as long pants, gloves, work boots, and long sleeved shirts.
- [] The Group shall not clean up litter during hours of darkness, peak traffic, periods of active roadway construction or maintenance, state holidays, or weather conditions that interfere with visibility.
- [] No participant shall use a tape player, disc player, radio, or other device that might distract the participant, or reduce the ability to see or hear oncoming traffic during the litter removal operation.
- [] Each participant shall notify the designated safety person of any allergies, infirmities, or other conditions that might interfere with his or her ability to participate in a clean up, prior to beginning work.
- [] No vehicle transporting a participant shall be parked on roadway shoulders, or within the Right-of-Way of a limited access multilane highway, turnpike, or interchange.
- [] All work shall be performed off the traveled way and shoulder of the roadway.
- [] Group participants shall not consume alcoholic beverages or controlled substances, or be impaired by any such substances while occupying their adopted section of highway.
- [] The Group shall place and seal all litter in trash bags provided by the Department and place them where designated by the District Engineer or Turnpike Administrator.
- [] If the Group discovers illegal substances during their cleanup, the Group shall leave the substances where found, and notify the local or state law enforcement agency, and the District Engineer or Turnpike Administrator by telephone or in the "status report", as appropriate.
- [] The Group shall return unused materials and safety supplies furnished by the Department to the maintenance district or turnpike bureau in a neat and clean condition within two working days following each cleanup.
- [] Following each clean up the Group shall complete a status report and return it to the District Engineer or Turnpike Administrator.

Appendix 6: Parent/Guardian Permission Form

**New Hampshire Department of Transportation
Adopt-A-Highway Program**

To be filled out for all youth participants between 11 and 15 years of age.

Group Name

Name of Child

has my permission to participate in the Adopt-A-Highway program litter removal operation. I am aware of the potentially hazardous nature of the work and that involvement in this program means that he or she will be picking up litter along the sides of State maintained roads. I am also aware that he or she must abide by all the terms and conditions described in the Adopt-A-Highway program agreement and the rules on the safety checklist provided by the Department, and these special conditions:

- a. Participants must be 16 years of age or older to work on Limited Access Multilane Highways, Turnpikes, or interchanges.
- b. Rule Tra 308.08 Liability. The Group and its participants shall agree to hold harmless the Department and its agents from all claims arising out of work and services provided in accordance with and to the extent allowed under RSA 99-D or any other applicable statutes.

Unless I deliver a document in writing to the District Office revoking my permission, this permission will be in effect for the current term of the Adopt-A-Highway agreement signed by the above named Group, including any extensions.

Signature of Parent/Guardian

Date

Printed Name of Parent/Guardian

In an emergency, please contact me by telephone at: _____

Appendix 7: Safety Signature Sheet and Status Report

**New Hampshire Department of Transportation
Adopt-A-Highway Program**

**TO BE SIGNED BY ALL PARTICIPANTS PRIOR TO EACH LITTER REMOVAL
OPERATION**

Group Name

Date of Clean Up

As a participant of the Adopt-A-Highway program along _____
Route # / Road Name

I have been briefed on the potentially hazardous nature of the work and a safety briefing listing the safety points has been conducted. I understand the importance of safety on the job and will take the appropriate precautions.

PLEASE SIGN BELOW AND INCLUDE THE AGE OF ALL PARTICIPANTS BETWEEN THE AGES OF 11 AND 15. *Please make sure a signed parental/guardian permission form is attached or on file in the District/Bureau office or attached for each child between the ages of 11 and 15.*

Signature: _____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Designated Safety Person: _____ Date: _____

See Status Report on reverse side

**New Hampshire Department of Transportation
Adopt-A-Highway Program Status Report**

Following each clean up the Group must return a completed status report form to the address of the Highway Maintenance District Office covering the section as found in Appendix 1 within ten (10) working days:

Group Name

Date of Cleanup

Route # / Road Name

Number of bags filled

Number of Miles/Kilometers

Hours Spent Cleaning

Number of Participants

Name of Designated Safety Person

In the space below please indicate any large, unusual or hazardous materials found during the clean up and give the approximate location of the material:

Were there any injuries that occurred during the clean up? Yes ___ / No ___ If Yes, please explain:_____

Did any of these injuries require emergency treatment or hospitalization? Yes ___ / No ___ If Yes, please explain:_____

Are there any comments or suggestions regarding the Adopt-A-Highway Program, or your experience on this particular cleanup? _____

Signature of the person completing this form

Date

See Safety Signature Sheet on reverse side

Appendix 8: Renewal/Termination Form

**New Hampshire Department of Transportation
Adopt-A-Highway Program**

Group Name: _____ Date: _____

Please check the appropriate section below, sign and date, and mail or fax this form to the address below to renew, change, or terminate your Group's agreement with the department.

(a) _____ Renewal: This section to be filled out by Groups wishing to renew their two year agreement for the same section of highway:

The Department recognizes the Group as the adopting organization for the section of highway located at: _____

and the Group accepts the responsibility of picking up litter on this section of highway and promoting a litter-free environment in the community for a period of two years beginning _____, 20____, and ending _____, 20____.

(b) _____ Change: Please contact me to discuss a change in our agreement.

(c) _____ Termination: The group desires to conclude our participation in the Adopt-A-Highway program.

Name of Chairperson / Contact for Group

Name of Safety Person

Street Address

Daytime Telephone Number

Town/City State Zip

Nighttime Telephone Number

Signature of Chairperson / Contact for Group

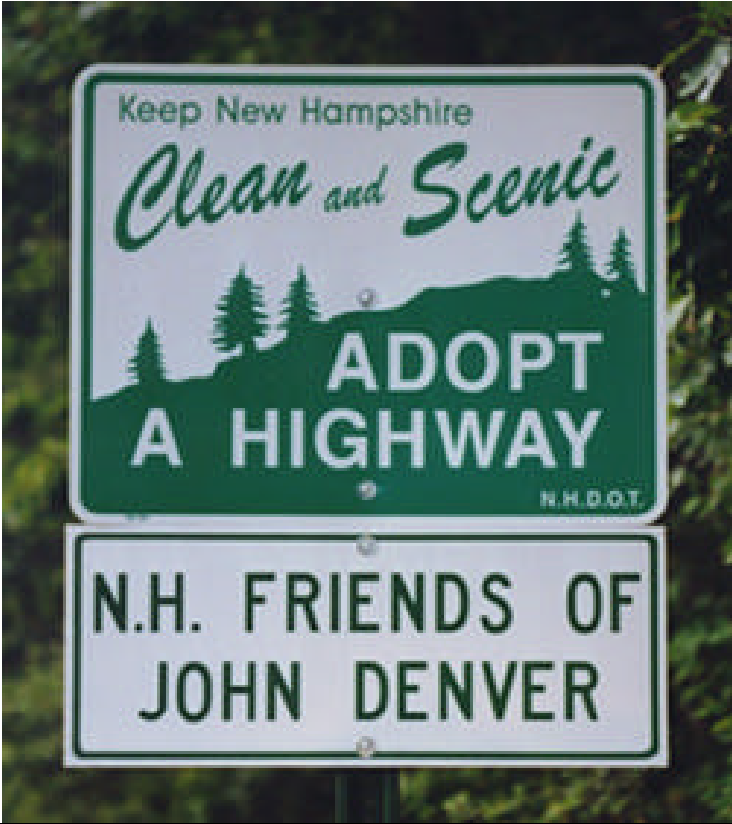
Date

District Engineer NH DOT


Date

Please mail or fax the completed application form to the address of the Highway Maintenance District Office covering the town of the section to be adopted as shown in Appendix 1. For questions, please call the Highway Maintenance District Office at the number shown in Appendix 1.

Appendix 9: Sign Illustration: Two Lane Highway Section

Roadside Sign Provided by the Department	
	<p>Size: 24 in. by 30 in.</p> <p>Group name is placed on an additional panel, with a suggested maximum of 18 characters</p> <p>Color: Green and White</p>

Appendix 10: Sign Illustration: Divided Highway Section

Roadside Sign Provided by the Sponsor/Maintenance Provider	
	<p>Size: Total of 48 in. by 60 in.</p> <p>Group name is placed in an area of 20 inches by 56 inches.</p> <p>Color: Green and White for the body of the sign. Please discuss group name specifications with your coordinator.</p> <p>Note: the Department reserves the right to require replacement of a sign due to damage, vandalism, loss of reflectivity, or other event which affects the safety or effectiveness of the sign.</p>